

**Public Hearing & Regular Meeting  
Of the Board of Trustees  
Of the Village of Bergen at  
6:45pm on January 10<sup>th</sup>, 2018**

**Public Hearing**

Mayor Barclay opened the Public Hearing at 6:45pm and heard comments from Tom Jones and Dennis Paulhamus of the Bergen Evangelical Presbyterian Church regarding their desire to install an LED sign at the church. Mayor Barclay closed the Public Hearing at 7:00pm

The regular meeting of the Board of Trustees was called to order by Mayor Barclay at 7:00pm with the following present:

Trustee Vickie Almquist  
Trustee Kevin Donovan  
Trustee Robert Fedele  
Trustee Emily VanEenwyk

Also present was Village Administrator Cortney Gale

**Approval of Bills**

A motion to approve the bills was made by Trustee Fedele and seconded by Trustee Donovan. The motion was carried by a unanimous vote.

**Approval of Minutes**

A motion to approve the meeting minutes of December 13<sup>th</sup>, 2017 was made by Trustee Almquist and seconded by Trustee Fedele. The motion was carried by a unanimous vote.

**Mayor's Report**

**Grants**

- Spoke with Eric Wies concerning the Waste Water Treatment Plant Disinfection Study (NYDEC Planning Grant); he will be sending necessary supporting documents needed for the grant agreement for board approval. There is a Water Quality grant we will apply for when the EFC reports are completed for the study grant; this grant will pay 85% of construction costs for the disinfection "facility".

**Trees**

- Participants who decorated trees in Ward Park for the tree lighting will be notified to remove lights and decorations.

**Farmers Market**

- The committee will meet after the BBCA meeting on January 15 to discuss a path forward for the market. Options for market management will be discussed. I would like to propose to the town and village boards, and the BBCA that sponsor and share equally in a stipend for the local manager and limited advertising costs. An official proposal will come to each sponsor from the committee.

**Park Committee/Tree Board**

- I completed the Tree City growth award application and submitted it for consideration.
- The committee met on January 3<sup>rd</sup> to discuss plans for 2018; tree lighting, farm market, summer rec.

- A check for restitution with respect to the damaged park table and bench was received from the attorney for the case.
- The Girl Scouts would like to hang suet feeders on the trees in the parks.

#### **Website**

- Work is continuing on the website, I am very pleased with the format and the ease of use. Cortney and I are working with Jim Kane and Susan Gilday.

#### **County Water Agreement**

- I attended the GAM (Genesee Association of Municipalities) meeting on Dec. 21; the town supervisors, legislators, mayors discussed the county water agreement at length.

#### **Meetings, etc.**

- Congratulations to Bob Bausch in his position as Chairman of the Genesee County Legislature!
- Congratulations to Ernie Haywood (Town Supervisor), Anne Sapienza (Councilwoman) and James Starowitz (Councilman). Congratulatory notes were sent on board's behalf.
- I made calls to frequent abusers of street parking (between 2am and 7am) reminding them of the Village parking law, and that it will be enforced.
- Wednesday meetings with Cortney Gale and Gary Zawodzinski for weekly updates. We are investigating security cameras, sewer tank pumping options, and completion items for Sage.

### **Administrator's**

#### **Electric**

- Electric bills were due today. The next bill will be mailed on January 22<sup>nd</sup>. This bill will be for December usage and we expect bills to be high due to the cold weather.
- The new bucket truck has been delivered; it is on the road and insured.
- We would like to put the old bucket truck on an online auction site with a reserve. If the highest bid isn't satisfactory we can send it to the Teitsworth auction in May.
- GCEDC contacted us about a possible business going into Apple Tree Acres Industrial Park. They may buy 23 acres and build a 60,000 square foot facility.

#### **Office**

- Deputy Clerk Barb Zinter is working on end of calendar year documents, including 1099s, and W-2s. She updated the CYMA software program and medical rates for payroll deductions. Barb submitted the Federal 941 and State 45 reports.
- Deputy Treasurer Rene Vurraro reconciled customer's deposits and Bergen Energy Efficiency Program. She organized the shared server drive and is working on a project I assigned her to review the current Sewer Law.
- The Bond Anticipation Note (BAN) renewal bids came in on January 4<sup>th</sup>; Bank of Castile came in the lowest at 2.05%. I accepted their bid and the closing will be on January 18<sup>th</sup>.

#### **Armed Services Memorial**

- This year's Park Festival theme is celebrating our Armed Services. The BBCA is working with the American Legion and they have some really nice ideas. One is that they would like to install a monument to veterans and dedicate it at Park Festival. They would like to put it in the triangle that has the World War I monument. The Legion would like the Board's permission to install the monument and stamped concrete.

#### **Miscellaneous**

- Village Attorney Mark Boylan had Spring Street surveyed for the possible land swap with LBJ&D Inc. located on Spring Street. There has been no contact with Bonduelle regarding the land on Church Street.

- I have been working on the renewing of our disability insurance; the price went up slightly due to the inclusion of Family Leave.
- The farmer who rents the land at the Waste Water Treatment Plant paid on January 8<sup>th</sup> although he was unable to farm the property due to the wet weather in the spring.
- I was notified by one of our renters that they will be moving out by the end of the month. I will get with Gary and Kirk to inspect the apartment to see if any renovations are necessary before we list it. I feel we should increase the rent by \$50 to \$600 per month.
- The memorial bench for Barry Miller was delivered and put together. It will be installed next to the library.
- Sage Pavilion rental is going well we've had 12 events to date and have 14 reservations for 2018 so far.

**DPW Supervisor's Report**

**DPW/Parks**

- The used oil tanks have been properly labeled per NYS Bulk Petroleum Storage Regulations
- Final Touch up in Sage Pavilion continues-little final details will be complete through winter
- Christmas decorations are being taken down as weather permits
- Christmas tree pickup is scheduled the end of the week as weather permits
- Sage Pavilion rentals are going well with numerous rentals through April
- We have had a number of issues with the Sterling dump truck, it has been towed three times for leaking line problems, with the upcoming budget ; we need to discuss replacement

**Electric**

- The linemen have worked on winter snow removal and Christmas decoration removal
- The linemen had Safety training Tuesday of this week
- There was a power outage in the subdivision area ,due to high usage an in line fuse had blown

**Waste Water Treatment Plant**

- The Composting Grant was submitted in December
- Composting of our first large pile is complete, we will wait till spring to screen the wood chips from the compost and the compost will be spread in the farm field.
- The WWTP is running well and currently has no issues
- The annual NYWEA Convention is in February of 2018, there are a number of very good seminars for myself, Chris and Bruce to attend and with the board's approval, plan on registering us for this convention. January 15<sup>th</sup> is the deadline for lower fees, if the board could give us approval it would be greatly appreciated.

**CEO/ZEO**

Number of Inspections	13
Number of Building Permits Issued	1
Number of Building C.O / C.O Issued	2
Number of Zoning Complaints Filed	0
Number of Zoning Complaints Resolved	0
Number of Appearance Tickets Issued	0
Number of Fire Inspections	4

Working on the mandated NYS Reports (1203), will be scheduling the annual fire inspections for public assemblies.

**Historian**

December has been a quiet month. I am working on window displays for the Will Davy, Wagon Shop display, and Bergen Chocolate Shop. Anna called to my attention the problem of moisture gathering in the front window sills from condensation. I hope they will be repaired soon. Kirk is aware of the problem and it will be addressed. My displays are absorbing the water and marks are scaring the boards. This makes the displays look untidy.

Filing of materials is a constant concern. A second file cabinet may be needed soon.

### **Privilege of the Floor**

None

### **Trustee Concerns**

Trustee VanEenwyk addressed issues she has with a few expenditures in the bills.

Trustee Fedele relayed to the Board that a citizen asked him about the grant we received for the Waste Water Treatment Plant disinfection study. The same citizen would like us to vacuum the leaves for residents instead of requiring them to put them in bags.

Trustee Donovan stated that the picnic tables in the back pavilion are stacked again.

Trustee Almquist would like the Christmas Trees in Ward Park to come on earlier or stay on all the time.

### **New Business**

#### **Local Law 1 of 2018- Sign Law**

A motion to approve the Local Law 1 of 2018 regulating signs in the Village was made by Trustee Almquist and seconded by Trustee Fedele. The motion was carried by a unanimous vote.

\*The law is not copied into the minutes due to its length and format.

#### **Resolution 1 of 2018 – Polling Places**

##### **Designation of Polling Place and Time for March 2018 General Village Elections**

WHEREAS the Village will hold regular elections in the year 2018 on March 20<sup>th</sup> for the positions of Mayor and two (2) trustees, all for a four year term each ending on March 31, 2022, and

WHEREAS the Village has a single election district,

IT IS HEREBY RESOLVED that the polling place will be the Village Hall, located in the Village Board Room at 11 North Lake Avenue for said elections, and

IT IS FURTHER RESOLVED that elections will be held from 12:00pm to 9:00 p.m. on said date.

#### **Resolution 2 of 2018 – Election Inspectors**

##### **Setting of Election Inspector Commissions for March 2018 General Village Elections**

WHEREAS the Village will hold regular elections in the year 2018 on March 20<sup>th</sup> thereof for the positions of Mayor and two Trustees, all for a four year term, each ending on March 31, 2022, and

WHEREAS the Village has a single election district and requires four election inspectors, and

WHEREAS the Village Board of Trustees has selected, Grace Gallivan, Mary Ann Cooper, Connie Fiedler, and Virginia Adams as election inspectors, with Jean Stewart as a alternate, and

WHEREAS the Village Board of Trustees has selected Connie Fiedler as Chairperson, and

IT IS HEREBY RESOLVED that the election inspectors will be paid a fee of \$100.00.

**Resolution 3 of 2018 – No Registration Day**

**RESOLUTION 03-2018**  
**Abolishing Registration Day**  
**for March 2018 General Village Elections**

WHEREAS the Village will hold regular elections in the year 2018 on March 20<sup>th</sup> for the positions of two trustees for a four year term each ending on March 31, 2022, and

WHEREAS voters may register with the County Board of Elections ten (10) days prior to the Village Election to ensure eligibility,

IT IS HEREBY RESOLVED that the Board of Trustees of the Village of Bergen abolishes Registration Day for said election and all that follow until which time this resolution is appealed.

**Resolution 4 of 2018 – Designate Bucket Truck as Surplus**

**Declaration of Surplus – 2005 International Bucket Truck**

WHEREAS, the Board of Trustees of the Village of Bergen, New York, approved the purchase of a new 2018 International Bucket Truck, which was received on December 22<sup>nd</sup>, 2017 and

WHEREAS, the 2018 International Bucket Truck was purchased to replace the 2005 International Bucket Truck, and

WHEREAS, the 2005 International Bucket Truck is no longer needed and is therefore declared as surplus, and

WHEREAS, the Board of Trustees authorizes the Village Administrator to dispose of the 2005 International Bucket Truck at public or online auction, and

NOW THEREFORE BE IT RESOLVED, the Trustees of the Village of Bergen, New York resolve that the 2005 International Bucket Truck is hereby declared surplus authorizes the Village Administrator to dispose of the vehicle at public or online auction.

**Resolution 5 of 2018 – Authorization for Grant Documents**

**Authorization for Representative to Sign Grant Documents**

WHEREAS, the Village of Bergen has applied for and subsequently received notice of award of an engineering planning grant; and,

WHEREAS, implementation of the planning grant will address questions about the cost, scope and impacts of the addition of disinfection to the Wastewater Treatment Facility and,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Village of Bergen's obligations under the Engineering Planning Grant Agreement.

**Resolution 6 of 2018 – Authorization for Grant Funds**

**Authorization and Appropriation of 20 % Local Match for Grant**

WHEREAS, the Village of Bergen has applied for and subsequently received notice of award of an engineering planning grant, and,

WHEREAS, implementation of the planning grant will address questions about the cost, scope and impacts of the addition of disinfection to the Wastewater Treatment Facility and,

WHEREAS, the Village of Bergen must provide a minimum local match of \$6,000 (cash or in-kind services) to receive the maximum grant award of \$30,000 from the NYS Environmental Facilities Corporation;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Bergen authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the Village of Bergen Wastewater Treatment Plant Disinfection Study. Under the Engineering Planning Grant Program, this local match must be at

least 20% of the grant award of \$30,000. The maximum local share appropriated subject to any changes agreed to by the Mayor of the Village of Bergen shall not exceed \$6,000 (cash or in-kind services). The total estimated maximum project cost is \$36,000. The Mayor may increase this local match through the use of in-kind services without further approval from the Village of Bergen.

**Resolution 7 of 2018 – SEQR for Grant**

**SEQR for Wastewater Engineering Planning Grant**

WHEREAS, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; and  
 WHEREAS, the Village of Bergen has been awarded a Wastewater Engineering Planning Grant to address questions about the cost, scope and impacts of the addition of disinfection to the Wastewater Treatment Facility;  
 NOW, THEREFORE, BE IT RESOLVED, that the Village of Bergen hereby determines that the proposed Village of Bergen WWTP Disinfection Study is a Type II action in accordance with 6 NYCRR Section 617.5(c)(18 & 21) which constitutes the *“information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action;”* and *“conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action;”* and is therefore not subject to review under 6 NYCRR Part 617.

**Old Business**

**None**

**Adjournment**

A motion was made by Trustee Fedele and seconded by Trustee Almquist to adjourn the meeting. The motion was carried by a unanimous vote:

The meeting was adjourned at 8:57pm

Respectfully submitted,

Cortney W. Gale  
 Village Administrator